



City of Manassas, Virginia  
Finance Committee Meeting

**AGENDA**

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**Finance Committee Meeting  
9027 Center Street  
Manassas, VA 20110  
Second Floor Conference Room  
Wednesday, April 12, 2017**

**Call to Order - 5:30 p.m.**

**1. Action Items**

- 1.1 Minutes: February 8, 2017 Finance Committee Meeting**  
Minutes: February 8, 2017 Finance Committee
- 1.2 Consideration of Resolution 2017-09-R Amending the FY 2017 Budget by Budgeting and Appropriating \$47,032 of Airport Capital Projects Fund Fund Balance for Phase III of the Airport's Signage Plan (Staff: Juan Rivera, Airport Director)**  
Agenda Statement - Resolution 2017-09-R for Airport Signage  
Airport Signage Cost Estimate  
Resolution 2017-09-R
- 1.3 Consideration of Resolution 2017-09-R Amending the FY 2018 Budget by Budgeting and Appropriating the Use of \$25,130 of General Fund Contingency for the Cost of the April 2017 Special Election and June 2017 Primary Election (Staff: Susan N. Reed, General Registrar)**  
Agenda Statement - Resolution 2017-09-R for April & June Elections  
Detail of Election Costs  
Contingency Memo - Elections  
Resolution 2017-09-R

**City Manager's Time**

**Adjournment**

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE  
WEDNESDAY, FEBRUARY 8, 2017  
SECOND FLOOR CONFERENCE ROOM  
CITY HALL - MANASSAS, VA**

**COMMITTEE MEMBERS PRESENT:** Council Member Sheryl L. Bass, Chair  
Vice Mayor Marc T. Aveni  
Council Member Pamela J. Sebesky (Alternate)

**COMMITTEE MEMBERS ABSENT:** Council Member Ken D. Elston

**OTHERS PRESENT:** Mayor Harry J. Parrish II, City Manager W. Patrick Pate, Deputy City Manager Bryan Foster, Finance and Administration Director Paul York, Michelle Brickner City Engineer, Jacob Renaud Stormwater Program Manager, Captain Brian Larkin MCPD, Nancy Hurley Fiscal Specialist

The meeting was called to order at 5:30 p.m. by Chair Sheryl L. Bass.

**AGENDA ITEM #1 Approve Minutes of the January 11, 2017 Finance Committee Meeting**

A motion was made and seconded to approve the Minutes of the January 11, 2017, Finance Committee meeting. The Committee approved (3/0).

**AGENDA ITEM #2 Consideration of Resolution 2017-08-R Amending the FY 2017 Budget by Budgeting and Appropriating \$335,000 in Sewer Funds; \$103,000 in Bond Funds; and \$40,000 in Stormwater Funds for the Prince William Hospital Regional Stormwater Management Pond Capital Project**

Jacob Renaud presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$335,000 in Sewer Funds; \$103,000 in Bond Funds; and \$40,000 in Stormwater Funds for the Prince William Hospital Regional Stormwater Management Pond Capital Project. The Committee approved (3/0). This item will be forwarded to the February 13, 2017, City Council meeting for consideration.

**AGENDA ITEM #3 Consideration of Resolution 2017-08-R Amending the FY 2017 Budget by Budgeting and Appropriating \$55,200 for Reimbursement from Prince William County for the Crisis Assessment Center Detail**

Brian Larkin presented Staff's recommendation to amend the FY 2017 budget by budgeting and appropriating \$55,200 for Reimbursement from Prince William County for the Crisis Assessment Center Detail. The Committee approved (3/0). This item will be forwarded to the February 13, 2017, City Council meeting for consideration.

**AGENDA ITEM #4 General Fund Quarterly Status Report**

Paul York presented the General Fund Quarterly Status Report for the second quarter. This item was for information purposes only and will not be forwarded to Council.

**City Manager's Time**

There was a general discussion of status of City's Grant Avenue property.

The meeting was adjourned at 6:13 pm by Chair Sheryl L. Bass.



*City of Manassas*  
**Finance Committee**  
9027 Center Street  
Manassas, VA 20110

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**Meeting Date:** April 12, 2017

**Time Estimate:** 2 Minutes

**Agenda Title:** Consideration of Resolution 2017-09-R Amending the FY 2017 Budget by Budgeting and Appropriating \$47,032 of Airport Capital Projects Fund Fund Balance for Phase III of the Airport's Signage Plan

**Recommendation:** Approve Resolution 2017-09-R

**Motion:** N/A

**Date Last Considered  
by City Council:** N/A

**Summary and/or  
Comments:**

The Airport Commission meeting held on March 16, 2017 approved moving forward with Phase III of the Airport's Signage Plan that will coincide with Phase II. Phase II has already been funded and the contract awarded to ColorAd. By construction Phase II and III together, the Airport will expedite the project by one year, as well as eliminate the need for temporary signage between Phase II and III, thereby reducing cost. The work for Phase III will be added to the current contract for Phase II. The Airport Commission recommends budgeting and appropriating \$47,032.00 from the Airport Fund (Unrestricted Net Assets) to fund this project.

This resolution will budget and appropriate \$47,032 in Airport Capital Projects Fund Fund Balance in the Airport Capital Projects Fund.

**Board – Committee – or  
Commission Reviewed:** Airport Commission – March 16, 2017 – Approved 7/0

**Fiscal Impact:** \$47,032 – Airport Capital Projects Fund Fund Balance

**Staff Contact:** Juan Rivera, Airport Director  
jrivera@manassasva.gov  
(703) 257-8261



# color-ad

## SIGNS AND EXHIBITS

February 16, 2017

Attn: Richard C. Allabaugh  
 Airport Operations  
 Manassas Regional Airport  
 10600 Harry J. Parrish Blvd.  
 Ph: 703-257-8402  
 rallabaugh@manassasva.gov

P.O. Box 1788  
 Manassas VA 20108  
 Local 703-369-3330  
 Metro 703-631-9100  
 Fax 703-631-7849  
 www.color-ad.com

### Subject: Manassas Regional Airport – Phase 3 Signage Cost Estimate

Dear Richard,

Thank you again for the opportunity to provide a price quote for Phase 3 of the Signage Project at Manassas Regional Airport. Below, please find the revised itemized breakdown for the cost of each sign type to fabricate and install, as well as cost for removal of existing signage. Lastly we also show an hourly cost for design change.

Description:	Qty:	Unit Cost:	Extended Cost
Highway Signs	2	\$ 600.72 /fabrication	\$1,201.44
-	2	\$ 110.00 /installation	\$ 220.00
Tenant Directional D1, 7 flags	1	\$1,701.10 /fabrication	\$1,701.10
- <i>Wakeman Dr.</i>	1	\$ 440.00 /installation	\$ 440.00
Tenant Directional D2, 8 flags	1	\$1,876.44 /fabrication	\$1,876.44
- <i>Terminal Loop</i>	1	\$ 440.00 /installation	\$ 440.00
Tenant Directional D3, 3 flags	1	\$ 999.74 /fabrication	\$ 999.74
- <i>Araban Ln</i>	1	\$ 440.00 /installation	\$ 440.00
Tenant Directional D4, 3 flags	1	\$ 999.74 /fabrication	\$ 999.74
- <i>Observation Rd</i>	1	\$ 440.00 /installation	\$ 440.00
Tenant Directional D5, 3 flags	1	\$ 999.74 /fabrication	\$ 999.74
- <i>James Payne Ct.</i>	1	\$ 440.00 /installation	\$ 440.00
Area Tenant Pylon	7	\$2,313.00 /fabrication	\$16,191.00
-	7	\$2,106.00 /stone base	\$14,742.00
-	7	\$ 843.00 /installation	\$ 5,901.00
Existing Orientation Sign Removal	2	\$1,400.00 /removal	\$2,800.00
Existing Area Tenant Pylon Removal	2	\$1,500.00 /removal	\$3,000.00
Design Changes	TBD	\$58.00 /per hour	TBD

### Quote Summary

**Total Project for Fabrication & Installation: \$47,032.20**

**Total Project for Removal of Existing Signs: \$ 5,800.00**

Total Project Value cost shown above includes the cost of all drawings, samples, and permits.

We look forward to working with you on this project.

Best regards,

*Michael Licari*

Accepted: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Michael Licari  
 Color-Ad, Inc.  
 Ph: 703 631 9100 (Ext. 3149)

## RESOLUTION 2017-09-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 24<sup>th</sup> day of April, 2017, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>				<u>AMOUNT</u>
<b>AIRPORT FUND</b>				
<u>Revenue:</u>				
57599100-346300	C3783	Airport Capital Projects Fund Balance	\$	47,032
<u>Expenditure:</u>				
57505800-439000	C3783	Airport Location Signs Project	\$	47,032

For: Airport Location Signs Phase III

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
<b>GENERAL FUND</b>			
<u>Expenditure:</u>			
10010081-495001	General Fund Contingency	\$	(25,130)
10010701-411020	Board & Election Stipends	\$	14,200
10010701-435000	Printing	\$	3,855
10010701-439000	Other Purchased Services	\$	2,950
10010701-454001	Operating Leases	\$	1,225
10010701-461000	Supplies	\$	2,900
			<u>\$ -</u>

For: General Fund Contingency for April 2017 Special Election & June 2017 Primary Election

This resolution shall take effect upon its passage.

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Harry J. Parrish II                      MAYOR  
On Behalf of the City Council  
of Manassas, Virginia

ATTEST:

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Andrea P. Madden                      City Clerk



*City of Manassas*  
**Finance Committee**

9027 Center Street  
Manassas, VA 20110

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**Meeting Date:** April 12, 2017

**Time Estimate:** 2 Minutes

**Agenda Title:** Consideration of Resolution 2017-09-R Amending the FY 2018 Budget by Budgeting and Appropriating the Use of \$25,130 of General Fund Contingency for the Cost of the April 2017 Special Election and June 2017 Primary Election

**Recommendation:** Approve Resolution 2017-09-R

**Motion:** N/A

**Date Last Considered  
by City Council:** N/A

**Summary and/or  
Comments:** The Voter Registration Department is requesting the use of General Fund Contingency to cover the April 18, 2017 Special Election for Clerk of Court. These costs include but are not limited to copies, programing, April Special/June Primary paper ballots, training, thumb drives, election officials for April Special/June Primary, and office supplies. The current balance of General Fund Contingency is \$301,940.

This resolution will budget and appropriate the use of \$25,130 of General Fund Contingency in the General Fund.

**Board – Committee – or  
Commission Reviewed:** N/A

**Fiscal Impact:** \$25,130 – From General Fund Contingency

**Staff Contact:** Susan N. Reed, General Registrar  
sreed@manassasva.gov  
(703) 257-8230



## ELECTION COSTS

	Quantity	Unit Cost	Total Cost
<u>Election Officials</u>			
Election Official Wages April/June			14,200
			<b>14,200</b>
<u>Purchased Services</u>			
Programming	1.00	1,750.00	1,750
L&A Testing	1.00	1,200.00	1,200
Ballot Printing April/June	14,220.00	0.25	3,555
Shipping	2.00	150.00	300
			<b>6,805</b>
<u>Other Charges</u>			
Copier Lease	4.00	160.15	640
Black Copies (3 months)	4,635.00	0.0085	39
Color Copies (3 months)	1,065.00	0.05	50
March Voter Notices (Black)	31,716.00	0.0085	270
March Voter Notices (Color)	4,515.00	0.05	226
			<b>1,225</b>
<u>Supplies</u>			
Paper	3.00	33.00	100
Thumb Drives	11.00	81.00	891
Legal Size Paper	2.00	62.50	125
Envelops #11 Window	26.00	50.00	1,300
Craft LG Envelop	4.00	17.00	70
Paper Shredder	1.00	250.00	250
Table Skirts	12.00	9.00	105
Laminating Pouches	1.00	35.00	35
Avery ColorCoded Labels	6.00	4.00	24
			<b>2,900</b>
<b>Total Election Costs</b>			<b>25,130</b>

## FY 2017 General Fund Contingency

<b>ADOPTED BUDGET</b>			<b>\$ 311,940</b>
1/23/2017	2017-07-R	Additional Supplies/Equipment for Voting Machines	(10,000)
4/12/2017	2017-09-R	Special Election Costs	(25,130)
<b>REMAINING BALANCE</b>			<b><u>\$ 276,810</u></b>

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For: Airport Location Signs Phase III

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Andrea P. Madden                      City Clerk